

Building Permit Application

**The attached building permit application
should be used for ALL building permits
including:**

**Residential
Commercial
New
Additions
Repairs
Alterations
Decks
Demolitions
Fire Protection
Swimming Pools**



City of Norfolk
Development Services Center
Residential Plan Submittal Checklist

For new buildings, an address must be assigned as a prerequisite. Please email the building permit application and survey/site plan to David.vachet@norfolk.gov to get the officially assigned address and the re-bundle for digital plan submittal.

Address where work is to take place: _____

Project type/nature of work: _____

Building Permit Tracking Number _____ (Tracking number will not be assigned if the application bundle is incomplete)

 Provided
 Not Provided
N/A Not Applicable

- ☐ Survey to scale with proposed work indicated
- ☐ Complete and return the Contractor Licensure Affidavit. **(always required)**
- ☐ Provide the Responsible Land Disturber and Agreement in Lieu of an E&S control plan form. **(Demos and SFDs)**
- ☐ Elevation Certificate provided for Structures in Flood Zone other than X and X-shaded
- ☐ Footing & Foundation Plan
- ☐ Footing & Foundation Details
- ☐ Floor Framing Plans (1st, 2nd, 3rd, Attic)
- ☐ First Floor Plan (1st, 2nd, 3rd, Attic)
- ☐ Typical Exterior Wall Section Detail (Footing to Roof)
- ☐ Typical 1 HR Fire Rated from both sides Exterior Wall Section Detail within 5' of Property Line
- ☐ Roof Framing Plan
- ☐ Supporting Typical Section Details
- ☐ Specifications for any Engineered Lumber and Layout Plans and Specifications
(Roof Trusses, Floor Trusses, TJL's, LVL's / Microlam Beams)
- ☐ Deck Framing Plan & Details (when applicable)
- ☐ Completed Building Permit Application Form (with address if New SFD)
- ☐ **Application Complete (All of the Above Required Listed Items have been provided in a single PDF)**

Applicant's name, printed _____

Applicant's Signature _____ Date _____

Telephone Number _____

Email address (applicant) _____

Email address (owner if other than applicant) _____

**** Plans will not be accepted for submission without all required items for a completed application. ****



Building Permit Application
Development Services Center
810 Union Street, 1st Floor, Norfolk, Virginia 23510
(757) 664-6565

Email building package with plans to:
planreviewpermits@norfolk.gov

BLDG Permit # _____

Location of Work _____ Unit/Lot _____ Application Date _____

Applicant:

☐ Owner

☐ Contractor

☐ Agent

☐ Design Professional

OR

☐ Property Owner

☐ Tenant

Name _____

Address _____

City/State/Zip _____

Phone # _____ Fax# _____

E-Mail Address _____

Contractor State License # _____ Class ☐ A ☐ B ☐ C

Building Co. Name _____

Contact's Name _____

Address _____ City/State/Zip _____

Phone # _____ Fax # _____ Cell Phone # _____

E-Mail Address _____

Type of Property:

☐ Residential

☐ Multi-Family

☐ Commercial

☐ CO Requested

Proposed Occupant Load

☐ Green Building

Type of Work:

☐ New Structure

☐ Repair/Alteration

☐ Addition

☐ Demolition

☐ Fire Alarm

☐ Sprinkler

☐ Hood Supp.

☐ Other _____

Scope of work: _____

Project Cost \$ _____

Use Group _____

Construction Type _____

Square Foot _____

I agree to work in conformity to the ordinances & regulations of the City of Norfolk & Virginia Uniform Statewide Building Code. **VUSBC 20** _____

Print Name: _____

MECHANICS LIEN AGENT

☐ **NOT DESIGNATED**

Signature: _____

Date _____

Name: _____

Address: _____

Phone #: _____

☐ **I ELECT** to participate in the tax abatement program (Initials) _____

☐ **I DECLINE** participation in the tax abatement program (Initials) _____

Office Use Only

Address (7th Floor City Hall) _____

Driveways (2nd Floor City Hall) _____

Water

Sewer

Environmental _____ ☐ CBPA

Total Approved Occupant Load _____ ☐ CO REQUIRED

Zone _____ # of DU's _____ # of Stories _____ Flood Zone _____

Zoning Approval _____

Approved by _____

Date _____

CBPA Fee \$ _____

RLD fee \$ _____

Admin Fee \$ _____

Tax Abatement fee \$ _____

Plan Review \$ _____

Permit Fee \$ _____

Tech Fee \$ _____

State Surcharge \$ _____

Total Fee \$ _____

Cash _____

Check # _____

Credit _____



Asbestos Inspection Exemption

I certify that the above building is exempt from the Asbestos Inspection, as required by the Commonwealth of Virginia for the following reason (check one):

- ☐ 1. Single family dwelling or residential housing with four (4) or fewer units not being renovated / demolished for commercial or public development.
- ☐ 2. The combined amount of regulated asbestos containing material involved is:
 - a) less than 260 linear feet of material on pipes, or
 - b) less than 160 square feet on other facility components, or
 - c) less than 35 cubic feet of facility components where the length or area cannot be measured.
- ☐ 3. Buildings for which an initial building permit was issued after January 1, 1985.

Signature of Owner or Authorized Agent

Date

*****STOP HERE IF ANY EXEMPTION IS APPLICABLE*****

Asbestos Certification

I, _____, certify that the affected portions of the building
(*Building Owner or Agent*)

located at _____ has been inspected for the presence of asbestos and
(*Building Address, Floor / Suite Number*)

complies with the Code of Virginia, S 36.99.7 and the Virginia Uniform Statewide Building Code, Section 110.3, and Section 108.1, Asbestos Survey Standards for Building to be renovated or demolished, as promulgated by the Virginia General Services Department, 'Clean Air Act' (NESHAP) and OSHA, 'Standards for Construction Workers'.

Signature

Date

Building Safety Division
Development Services Center
810 Union Street, 1st Floor
Norfolk, Virginia 23510
(757) 664-6565



NORFOLK

NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.

CONTRACTOR LICENSURE AFFIDAVIT

I _____ of _____ (mailing address)
Affirm that I am the contractor for the owner of a certain tract or parcel of land located in the City of Norfolk at _____ and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

"Class A Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

"Class B Contractors" perform or manage construction, removal, or repair, or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or more, but less than \$750,000.

"Class C Contractors" perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than \$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if the construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Authorized Agent

Print Name

Date